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**Office of Logistics****Staff Meeting****n o t e s**

Listed below are the topics that were discussed at the D/L staff meeting on 10 June 1987. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

12 June 1987

1. The Office of Logistics welcomes the following new employees:

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Personnel and Training Staff  
Supply Division

2. Congratulations are in order for the following OL careerists who were presented Special Achievement Awards on 2 June 1987, by the DD/S&T, in recognition of sustained, high-quality performance:

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[Redacted] - During the period 15 May 86 to March 87, [Redacted] was involved in several projects in his capacity as the Logistics Officer for the D/S&T and demonstrated an outstanding ability to quickly determine what needed to be done and saw the work through to a successful completion, without delay. These tasks included making decorative improvements; repairing damaged equipment; arranging for the logistical support of the elaborate commemoration of the Directorate's 25th anniversary; and meeting the myriad of miscellaneous staff needs. These tasks were carried without disrupting the schedules of the DD/S&T and the ADD/S&T. [Redacted] contributions to the DS&T Admin Staff have demonstrated the difference which can be made by one committed person.

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[Redacted] both serve as contracting officers on the OTS Contracts Management Staff and have demonstrated a technical competence of OTS requirements and a sound understanding of contract principles commensurate

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with that of far more experienced contracting officers. Recently, they were tasked with the duties and responsibilities of a senior contracting officer who unexpectedly resigned. They met this challenge admirably and negotiated significant dollar savings which enabled OTS to fund additional requirements. Their work reflects the highest professional standard and commitment to excellence.

25X1 3. The following OL offices have relocated [redacted]  
 25X1 [redacted] Please update your phone directories accordingly:

Logistics and Procurement Law Division/OGC

25X1 [redacted]

Procurement Management Staff/OL

25X1 [redacted]

Security Staff, OL

25X1 [redacted]

4. The Information and Management Support Staff would like to remind Wang users that the OL Wang Administrator will provide one-on-one training in your office or hers to enhance the use of Wang. For further information, please call [redacted]

25X1

25X1 [redacted]

5. On 3 June, OL representatives met with a vendor representative to evaluate copier requirements for the New Headquarters Building's Information Service Centers (ISC) preparatory to the issuance of a Request for Proposal in support of these requirements. Five ISC's are planned for the new building, and each will incorporate a walk-up, customer-use copy center. OL has also requested proposals to furnish each copy center with a supplementary copier for lower volume applications or backup to the primary copier. [redacted]

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6. An OL representative is currently working with a representative from Commercial Systems and Audit Division/OF, and others, to develop a set of LOTUS 1.2.3 spreadsheets for use at the negotiation table. OL expects to have a prototype set ready for use at an actual negotiation in about three weeks. The purpose of this development is to design computer aids which Agency contract officers, auditors, and project officers can use to prepare for and conduct large-scale negotiations.

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25X1 7. OL has received a request from the Office of Finance for a copy of the Logistics Employee Training and Tracking System (LETTS). OF was given a copy of the database schema and procedures. OL has offered to provide necessary assistance to OF.

25X1 8. Final grading and landscaping is being done in the courtyard between the cafeteria of the Original Headquarters Building and the atrium of the New Headquarters Building. Upon completion of this site work, the courtyard will be enclosed to allow construction of the south cafeteria connector and the south dock.

25X1 9. On 9 June, an OL representative conducted a tour of the New Headquarters Building for the Director of the Office of Security (OS); the Chief of Police, Fairfax County; and members of their staffs.

Attachments

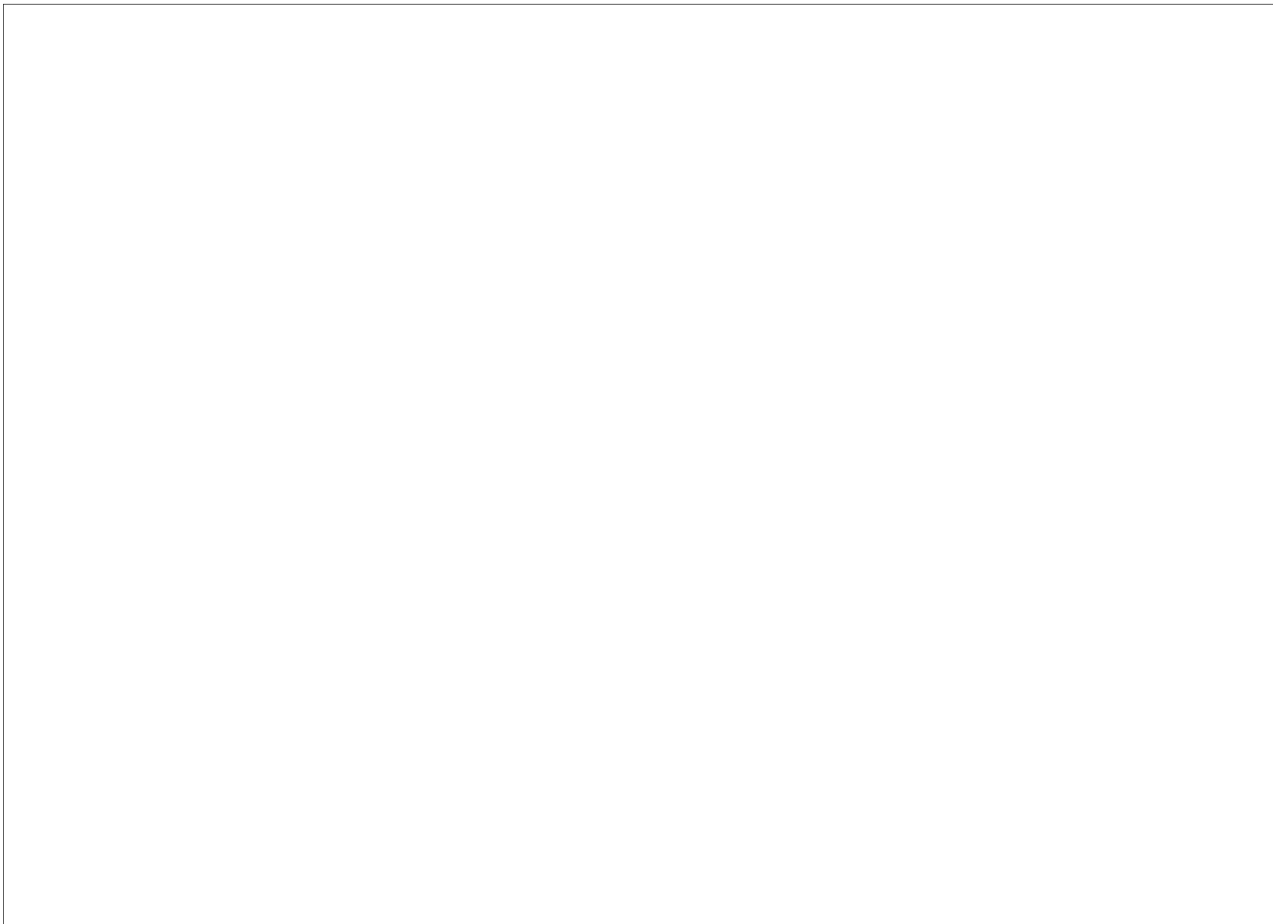
- A. One Individual Can Make a Difference
- B. Item of Interest from FMD/OL

ATTACHMENT A

\*\*\*\*\* ONE INDIVIDUAL CAN MAKE A DIFFERENCE \*\*\*\*\*

The Director of Logistics commends the following individuals who, by their outstanding performance of duty, have received acknowledgment from OL customers:

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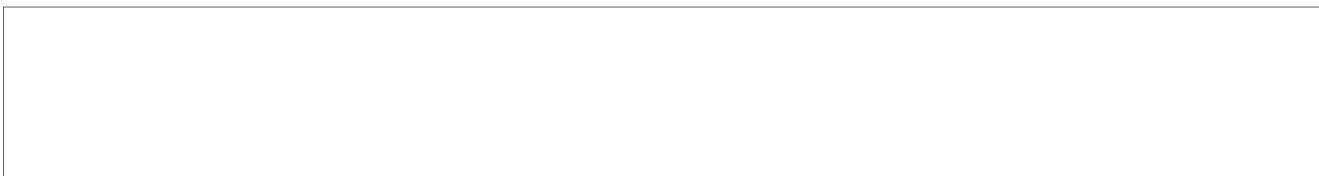
Printing and Photography Division (P&PD) was recognized in a memorandum from Hugh E. Price, Director of Personnel, dated 11 June 1987, for the outstanding services given in the recent production of the Secretarial Performance Award Certificates. The certificates were beautifully done and printed on schedule, despite many changes and reprints. In addition, Mr. Price recognized [redacted]

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[redacted] of P&PD for their contributions on this production. (U)

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